

DIVISION of GENERAL SERVICES

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GENERAL

The South Carolina Fuel Card is assigned to each State Fleet Management (SFM) vehicle. These fuel cards are blue, with an expiration date of 9/2021. Agencies and government entities participating in the State Fuel Card Program are afforded contractual rates for all self-service fuel purchases. These contractual prices are updated daily on the SFM website at www.admin.sc.gov.

WHERE IS THE CARD HONORED

The South Carolina Fuel Card is honored at commercial retail sites displaying the Wright Express (WEX) logo and at State owned facilities (i.e. SCDOT). A listing of WEX card accepting retail locations can be located at www.wexinc.com/accepting-locations.

WHO CAN USE THE CARD

Any State employee or contract worker who has been authorized and issued a valid personal identification number (PIN) may use the card. A valid PIN is mandatory for card use. Your PIN identifies you as making a purchase when used with the fuel card to authorize the payment of fuel. Protect your PIN and never give a co-worker your personal PIN. If you do not have a PIN or do not remember your PIN, please contact your agency's fuel card coordinator.

HOW TO USE THE CARD

- 1) Choose a fuel facility that accepts WEX fuel cards.
- 2) Swipe the fuel card into the card reader on the pump.
- 3) Driver will be prompted to enter the vehicle's current odometer reading.
- 4) Driver will then be prompted to enter their six-digit PIN.
- 5) Fuel vehicle with unleaded fuel (unless vehicle requires high grade fuel) and collect receipt after fueling is complete.

If the fuel facility does not have a card reader at the pump, simply pump the fuel and then present the cashier inside the facility with the fuel card for payment. The cashier may hand the driver a PIN pad where the vehicle's odometer reading and PIN may be entered. Never agree to pre-pay for the fuel. If the station only accepts pre-payment, please locate a different fueling facility.

AUTHORIZED CARD PURCHASES

- Unleaded gasoline (87 octane)
- Diesel fuel for those vehicles with diesel engines
- Any alternative fuel (E-85, E-10, or CNG) for those vehicles and equipment that are required to operate on alternative fuels
- Motor oil – should only be purchased when the vehicle is on the road and the oil level is deficient. (Please contact CVRP at 1-800-277-3686 to schedule an inspection.)
- Exterior and/or interior vehicle cleaning (not including full detailing), which should not exceed \$20 per month for sedans and \$40 per month for vans/buses/SUVs. Vehicle cleaning over the specified amount MUST have prior approval from the Lease Fleet Coordinator or Lease Fleet Manager at SFM via CVRP at 1-800-277-3686.

UNAUTHORIZED CARD PURCHASES

- High grade gasoline, unless required for the vehicle
- Food/drink
- Storage, tolls, parking or repairs
- Vehicle accessories such as floor mats, air fresheners or any other item not required for the operation of the vehicle
- Any item, service, product or purchase other than fuel products, motor oil or car wash as listed under authorized purchases

For more information regarding fuel cards or PINs, please contact your agency's fuel card coordinator or the State Fuel System Coordinator, Michael Pearson at 803-737-1611 or fuelcard@admin.sc.gov.

